

Step 1: Navigate to the Project Assignment record. There are two ways to do that:

1.alternative 1.

From the sidebar, select “Company Profile”, then go to the “Project Assignments” tab, find the Record, and hit the “Detail” button.

The screenshot displays the 'Labor Compliance Reporting (Contractor Portal)' interface. On the left sidebar, under the 'COMPANY' section, 'Company Profile' is highlighted with a green circle and a red '1'. The main content area has a top navigation bar with tabs: 'Contractor Details', 'Certifications', 'Contacts', 'Files', 'Employees', and 'Project Assignments'. The 'Project Assignments' tab is selected and highlighted with a green circle and a red '2'. Below the tabs, a table lists project assignments. The first row is highlighted. In the first column of the table, there are icons for 'Add', 'Edit', 'Detail', and 'Delete'. The 'Detail' icon for the first row is highlighted with a green circle and a red '3'.

| | Project | Agency | Date Assigned | Parent Contractor | Prime |
|---|----------------------------|-------------------|---------------|-------------------|-------------------------------------|
| 3 | Official Notice 113-1-2015 | City of Milwaukee | 2016-04-14 | | <input checked="" type="checkbox"/> |
| | Official Notice 005-1-2021 | City of Milwaukee | 2021-04-26 | | <input checked="" type="checkbox"/> |
| | Official Notice 086-1-2019 | City of Milwaukee | 2020-03-30 | | <input checked="" type="checkbox"/> |
| | Official Notice 046-1-2021 | City of Milwaukee | 2021-08-23 | | <input checked="" type="checkbox"/> |
| | Official Notice 059-1-2015 | City of Milwaukee | 2015-07-02 | | <input checked="" type="checkbox"/> |
| | Official Notice 004-1-2021 | City of Milwaukee | 2021-04-01 | | <input checked="" type="checkbox"/> |
| | Official Notice 089-1-2020 | City of Milwaukee | 2021-03-22 | | <input checked="" type="checkbox"/> |
| | Official Notice 073-1-2022 | City of Milwaukee | 2022-07-18 | | <input checked="" type="checkbox"/> |

1.alternative 2

From the sidebar, select “Projects”, enter in some search criteria and hit search, find the desired project and hit “Detail”, then go to the “Contractor Assignments” tab, find the desired assignment and hit “Detail”.

Official Website of the City of Milwaukee
Labor Compliance Reporting (Contractor Portal)

COMPANY

- Company Profile
- Projects**
- Employees

OTHER

- All Contractors
- Job Classifications

Record Search - Projects

Select Rows Select Columns

Saved search: [x] [refresh] [delete] [print] [add]

[x] and Label contains 113-1-2015

+ Add criteria

Search

Select Page

Page 1 25 rows/pg Clear Export

+ New

| Agency | Department | Label | Contract Number |
|-------------------|------------|----------------------------|-----------------|
| City of Milwaukee | | Official Notice 113-1-2015 | C523150117 |

+ Detail

Project Details Contractor Assignments Employee Assignments Files Goals Job Classifications Wage Decisions

pg 1 Contractor Assignments











| | Date Assigned | Contractor | Parent Contractor | Prime |
|----------|---------------|-----------------------------------|------------------------|-------------------------------------|
| + Detail | 2016-04-14 | Milwaukee General Construction Co | | <input checked="" type="checkbox"/> |
| + Detail | 2016-04-14 | Pavement Maintenance, Inc. | Milwaukee General Cons | <input type="checkbox"/> |
| + Detail | 2016-04-14 | Best Wood Judge LLC | Milwaukee General Cons | <input type="checkbox"/> |
| + Detail | 2016-04-14 | Archer Enterprises LLC | Milwaukee General Cons | <input type="checkbox"/> |

Step 2: Go to the “Payrolls” tab and hit the green “+” button in the table header.

1

Project Contractor Assignment Details **Payrolls** Project Employee Assignments

pg 1 Payrolls

| | Status Icons | Week Ending | Payroll Number | Final Payment | Performing | Accepted Status |
|---|---|-------------|----------------|--------------------------|------------|-----------------|
|    |   ● 2 | 2016-04-23 | 1 | <input type="checkbox"/> | YES | |
|    |   ● 1 | 2016-04-30 | 2 | <input type="checkbox"/> | YES | |

2

A form will popup. Select the week ending (it must be a Saturday), and enter a “Payroll number” (This can be anything – it is just for easy reference.)

Create record ×

General

*Agency
City of Milwaukee

*Project
Official Notice 113-1-2015
auto-complete

*Contractor
Archer Enterprises LLC
auto-complete

Parent Contractor
Milwaukee General Construction Co., Inc.
auto-complete

*Week Ending
yyyy-mm-dd
Week Ending is a required field.

*Payroll Number

Payroll Number is a required field.

☐ Final Payment

Scroll to the bottom of the form.

If you have an export from Payroll4Construction, that's in the right format, you can attach it here by dragging and dropping or hitting "select files".

When done, hit the "Create" button.

Derived Fields

*Partial Contractor Label

Drag and drop files here or [select files](#) to upload/attach

CreateCancel

Step 3: Review and/or edit payroll lines

Click on the “Detail” button for the new payroll record (it will have a light green background). From here, you can go to the “Employee Weeks” tab, to bring up the individual lines for the payroll. To add a new employee to the week, hit the green “+” button and fill out the data, and hit “Create”. Then you can click on the “Detail” button to view and/or edit the details.

1

2

3

4

| Employee | Total Basic Hours | Total Overtime Hours | Total Doubletime Hours |
|---|-------------------|----------------------|------------------------|
| MELENDEZ, GIOVANNI (Dairyland Energy Solution | 7.08 | 0.0 | 0.0 |
| UIHLEIN, TYLER (Dairyland Energy Solutions, Inc.) | 7.5 | 0.0 | 0.0 |

Step 4: Enter/view individual days

From here, you can go to the “Payroll Employee Hours” tab, and hit the white eye icon to reveal “Placeholder rows”. Then fill out the hours for each day, and hit the blue save button in the upper-left of the table to save all your changes.

The screenshot illustrates the process of entering individual day hours. At the top, a summary table lists employees and their total hours. Below this, a navigation bar contains several tabs, with "Payroll Employee Hours" selected and circled in green (labeled 2). An arrow labeled 1 points from the "Detail" button in the summary table to the "Payroll Employee Hours" tab. The main area displays the "Payroll Employee Hours" table. In the top-left corner of this table, a blue "Save" button is circled in green (labeled 5). Next to it, a white eye icon is also circled in green (labeled 3). A green box labeled 4 highlights the main data area of the table, which includes columns for Work Date, Day Number, Day Name, Basic Hours, Overtime Hours, Doubletime Hours, Who Inserted, Date Inserted, Who Updated, and Date Updated. The table contains placeholder rows for the week of 2022-06-05 to 2022-06-11, with Basic Hours and Overtime Hours fields pre-filled with 0.0.

| Employee | Basic Hours | Overtime Hours | Doubletime Hours | Total Basic | Total Overtime | Total Doubletime |
|---|-------------|----------------|------------------|-------------|----------------|------------------|
| MELENDEZ, GIOVANNI (Dairyland Energy Solution | 7.08 | 0.0 | 0.0 | 7.08 | \$179.69 | \$0.00 |
| UIHLEIN, TYLER (Dairyland Energy Solutions, Inc.) | 7.5 | 0.0 | 0.0 | 7.5 | \$380.63 | \$0.00 |

| Work Date | Day Number | Day Name | Basic Hours | Overtime Hours | Doubletime Hours | Who Inserted | Date Inserted | Who Updated | Date Updated |
|------------|------------|-----------|-------------|----------------|------------------|--------------|---------------|-------------|--------------|
| 2022-06-05 | 1 | Sunday | 0.0 | 0.0 | 0.0 | kbaas | 2022-12-29 | | |
| 2022-06-06 | 2 | Monday | 7.5 | 0.0 | 0.0 | kbaas | 2022-12-29 | | |
| 2022-06-07 | 3 | Tuesday | 0.0 | 0.0 | 0.0 | kbaas | 2022-12-29 | | |
| 2022-06-08 | 4 | Wednesday | 0.0 | 0.0 | 0.0 | kbaas | 2022-12-29 | | |
| 2022-06-09 | 5 | Thursday | 0.0 | 0.0 | 0.0 | kbaas | 2022-12-29 | | |
| 2022-06-10 | 6 | Friday | 0.0 | 0.0 | 0.0 | kbaas | 2022-12-29 | | |
| 2022-06-11 | 7 | Saturday | 0.0 | 0.0 | 0.0 | kbaas | 2022-12-29 | | |

Step 5: Enter/view assigned employee classifications.

To view/edit job classifications, click on the “Payroll Employee Job Classifications” tab, then press the green “+” button to add a new classification, or edit the classification. (The only field that matters is the first field.) Hit the blue save icon when done.

The screenshot shows the 'Payroll Employee Job Classifications' interface. The top navigation bar includes several tabs, with 'Payroll Employee Job Classifications' being the active and circled tab. Below the navigation bar, there is a toolbar with a green '+' button circled in green. The main area displays a table of job classifications. The first row of the table is circled in green.

| Classification | Who Inserted | Date Inserted | Craft Text | Who |
|-------------------|--------------|---------------|------------|-----|
| PLUMBER / Plumber | baas | 2022-12-29 | PLUMBER | |

Final step: Mark payroll record complete

To approve / finalize the payroll. (Mark it complete.)

1. Click on the payroll detail button.
2. Under the first tab, "Payroll Details", scroll down to the "Status" card, and change "Prime Approval Status" to "Approved."

If the project is set up for validations, it will check them and give you a message if any fail.